

**CONVENTION CENTER LEADWORKER***Class Definition*

Under general supervision, provides lead direction and performs specialized work in the modification and general maintenance of Convention Center facilities and equipment.

*Distinguishing Characteristics*

Convention Center Leadworker is the lead class in the Convention Center Worker series. An incumbent provides lead direction and performs a variety of set-up, breakdown, and maintenance and repair work in the modification and maintenance of Convention Center facilities and equipment. This class is distinguished from Convention Center Worker II in that incumbents of the latter do not have full-time lead responsibilities. This class is distinguished from Facilities Maintenance Supervisor in that the latter is a first line supervisory class.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Provides lead direction and performs a variety of set-up, breakdown, and maintenance activities on Convention Center facilities and equipment.

Reads, interprets, and carries out instructions on event manifest.

Assigns work to lower level personnel engaged in Convention Center maintenance activities; estimates labor and materials required; keeps time and material records.

Trains lower level personnel in the methods of set-up, clean-up, repair and maintenance of Convention Center facilities and equipment.

Monitors and inspects Convention Center facilities and equipment prior to, during, and after events or functions.

Installs, removes, and stores portable and ice floors, hockey goals, dasherboards, and other equipment and staging required for Convention Center events.

Arranges, removes and stores chairs, tables, equipment, and stages required for meetings, examinations, and banquets.

Performs repairs and routine maintenance on a variety of Convention Center facilities, tools, equipment, and staging.

Operates a variety of hand and power tools and equipment.

Assists in searches of Convention Center facilities in the event of bomb threats or other potential hazards.

Performs related duties as required.

*Knowledge, Abilities and Skills*

Knowledge of the requirements of various types of events scheduled at the Convention Center facility.

Knowledge of tools, methods, and equipment used in building maintenance and repair work.

Knowledge of fire and safety regulations affecting the safety of the public.

Ability to safely operate a variety of power tools commonly used in maintenance and repair work.

Ability to provide lead direction and plan and assign the activities of a group of workers.

Ability to establish and maintain effective working relationships with employees and the general public.

Ability to instruct crew members in proper maintenance methods and procedures.

Ability to perform minor carpentry, mechanical and electrical repairs.

Ability to follow oral and written instructions.

Ability to perform heavy manual labor.

Ability to maintain records.

*Minimum Qualifications*

One year of experience equivalent to that gained as a Convention Center Worker II with the City of Fresno.

*Necessary Special Requirement*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_